

# Saltoun Primary School Parent Council – Constitution (Revised as at 20 January 2016)

## **1 Name**

This is the constitution for Saltoun Primary School Parent Council.

## **2 Aims and Objectives**

The Parent Council answers to the Saltoun Primary School Parent Forum. Its aims and the objectives are to:

- Promote involvement and partnership between all parents, teachers and pupils
- Support the school in activities that enhance the education and welfare of the pupils
- Consult with and report back to the Parent Forum
- Represent the views of the Parent Forum towards the Head Teacher and the Education Authority
- Promote contact between the school (teachers, pupils and parents), associate primary schools and the local community

The Parent Council will be supportive of the Saltoun Primary School H2H (Happy to Help), which will operate as a sub group. Should H2H and the Parent Forum wish it the Parent Council may raise funds for the school or school activities and may, if desired, establish a working group specifically for this purpose.

## **3 Membership**

Any parent of one or more pupils currently attending the school may volunteer to be a member of the Parent Council. Ideally a broad cross-section of parents will be represented on the Parent Council. In the event that a Parent Member no longer has a child at Saltoun Primary School during the course of that Parent Members membership of the Parent Council that membership shall be terminated on the date of the child leaving Saltoun Primary School. The Parent Council shall ensure that there is another parent member in substitution thereof to comply with the requirements of condition 5 below. If a parent fails to respond to correspondence etc, a four week notice period will be given and if they fail to communicate by the end of this period they will be deemed to have resigned from the Parent Council.

Membership minimum will be six parents of pupils attending the school. The maximum will be twelve parents.

In the event that the number of volunteers exceeds the number of places set out in this constitution, the following measures (in order presented) will be used to determine how places are allocated:

- Voluntary adjustment (i.e. some people may then volunteer to stand aside)

- Representation from each of the school's classes (one or two parents from each)
- A random selection procedure at the time of the annual general meeting

Non-members will continue to have the opportunity to attend all Parent Council meetings and activities and may be co-opted on to relevant subgroups.

Members of the Parent Council may serve for up to two years, after which volunteers will again be sought.

Notwithstanding item 6 above, half the parent members appointed to the first Parent Council in August 2007 will stand down after one year in order to establish a pattern of annual review that encourages a continuing mix of established and new members thereafter.

The Parent Council will co-opt associate (non-voting) members. Co-opted members of teaching and support staff must volunteer to become co-opted members. It is expected that the total number of associate members will not normally exceed half the number of the parent members. Associate members will be drawn from the following groups:

- Teachers at the school
- Pupils attending the school
- Councillors of East Lothian Council (the Education Authority) whose constituencies are associated with the school
- Local community representatives

A deputy may represent a co-opted member if they are unable to attend any meeting.

Co-opted membership will be reviewed bi-annually.

The Parent Council may establish time-limited sub groups comprising at least one member of the Parent Council with other parents (whether or not they are members of the Parent Council) and associates. Sub groups will be responsible for taking forward specific objectives identified by the Parent Council and will report to the Parent Council.

#### **4 Annual General Meeting**

An annual general meeting will be held in November of each year. A notice of the meeting, including date, time and place will be sent to all members of the Parent Forum at least three weeks in advance. The meeting will include:

- A report on the work of the Parent Council and any sub groups or committees
- Agreement of the membership and associate membership of the Parent Council
- Selection of a chair, vice chair and, if required, treasurer
- Approval of accounts and appointment of auditor

- Discussion of issues that any parent may wish to raise

A secretary will be appointed who may, unless they are a member of the Parent Council, be paid for their services.

## 5      **Scheduled Meetings**

Parent Council will meet at least once every school term. Dates will be scheduled at the beginning of the school year.

The quorum will be more than 50% of the parent membership and proceedings will not be invalidated by any vacancy in the membership. Revised as at 20 January 2016 to 4 members.

Meetings will be open to the public, unless the Parent Council is discussing a particular issue, which it considers, should be dealt with on a confidential basis. Closed discussions may be restricted to Parent Council members only or may, subject to agreement of the Parent Council, also involve associate members and Parent Forum members.

Meetings will be attended by the Head Teacher or his or her Deputy. The Head Teacher of Saltoun Primary School has a right and a duty to attend meeting of the Parent Council, or be represented.

Should a vote be necessary to make a decision each parent member at the meeting will have one vote. The Chair will have the casting vote in the event of a tie.

The Parent Council may, for the purpose of addressing specific issues or areas of interest, invite participation in any meeting from any non-member or group.

Notes or minutes of all meetings will be available to all parents and teachers at Saltoun Primary School. They will be posted on the school website and notice board and will be available in hard copy from the school.

## 6      **Special Meetings**

Where a majority of the Parent Council wish an additional meeting to be held this shall be arranged. All members of the Parent Council will be given at least one week's notice of the date, time and place.

If at least one parent requests a special meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council will give all parents at least three weeks' notice of the date, place and time of the meeting and will post and circulate notice of the matter(s) to be discussed at the meeting.

## 7      **Finance**

The treasurer (if appointed) will open a bank or building society account in the name of the Council, withdrawals requiring the signature of the treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

## **8 Amendments**

The Parent Council may, with consent from the Parent Forum, change its Constitution. The Parent Forum will be consulted on, and must ratify, any proposed changes.

## **9 Dissolution**

Should the Parent Council cease to exist, any remaining property will be passed to the Education Authority to be used for the benefit of the school. If the school is amalgamating, the funds will be passed to the school or schools, which pupils will attend.